



Role description: Trainer

The Trainer will deliver The Workshop's training workshops in evidence-based communications, and manage logistics, marketing and communications for training workshops.

The responsibilities of this part-time contractor role include:

- Being trained (on the job, paid) to deliver our training workshops.
- Delivering trainings in evidence-led communications together with one of the Co-Directors and alone. This includes travel within New Zealand.
- Administration and management of our training program (e.g. tracking ticket sales, booking venues, catering, organising technology for presentations etc)
- Marketing and communications for our training (e.g. emails to our mailing list about upcoming trainings, logistical emails with people who have registered for training, and follow-up emails including evaluation)
- Proactively following up with people who have been through the training, and following leads for further work (whether training, consulting or research).
- Identifying and training more trainers so that the training program can be scaled up.

Location: Our office is in Webb St, Wellington but we are open to candidates based in other centres.

Hours: Part-time, fixed term contract from October 2019 until December 2020. Initially, we are able to guarantee 40 hours per month. If the training program grows, the contract term could be extended and/or hours could increase by mutual agreement.

Hourly rate: \$50.00 per hour (initially 40 hours per month, may increase by mutual agreement)

Please submit your resume, and cover letter to marianne@theworkshop.org.nz now. We'll start interviewing as soon as possible and no later than 23 September 2019.

Responsibility	Details
Training	<ul style="list-style-type: none">● Deliver The Workshop's trainings, together with Co-Directors and alone (paid training will be provided on the job).● Work with Co-Director(s) to update and adapt our training curriculum to reflect our new research or to meet the needs of participants.● Update and adapt slides/presentations for custom/inhouse trainings as needed.● Identify, recruit and train additional trainers as needed.
Marketing and communications	Manage marketing and communications for training workshops including: <ul style="list-style-type: none">● Maintain and grow training-related mailing list;● Plan, schedule, write and send emails about training to email list;● Follow up on leads from people and organisations interested in trainings, including custom and inhouse trainings.

	<ul style="list-style-type: none"> ● Manage communications with training hosts and participants before and after training, including: <ul style="list-style-type: none"> ○ Timely pre-training communication about logistics and preparation; ○ Timely post-training communications with materials and ideas for working together in the future. ● Follow up on leads that come out of trainings, either for more trainings or other kinds of work (e.g. consulting or research)
Logistics	Manage logistics for training workshops including: <ul style="list-style-type: none"> ● Maintaining and managing booking systems and payments; ● Organising venues, equipment and catering.

Personal Qualities and Qualifications
Experienced in training and facilitation , including working with groups from a diverse range of cultures, and sectors.
Ability and willingness to travel within New Zealand. Trainings are delivered in Wellington, Auckland, Christchurch, Hamilton, Dunedin and other locations as needed.
Shares the core values of The Workshop including a commitment to te Tiriti o Waitangi, to collaboration and to building a more inclusive and just New Zealand.
Experience in understanding, interpreting and communicating research for different audiences.
Excellent communication skills. A confident and experienced public speaker including teaching and facilitation, with an ability to communicate messages in fresh, accessible and engaging ways.
Experience and ability to set up and maintain reliable and clear processes for the logistics, administration and delivery of trainings and follow up.
Self-directed and autonomous with the ability to work remotely and be self-motivated. An adaptive and flexible approach . Ability to plan ahead , organise trainings and ensure good communication with trainees before and after trainings. Ability to identify and follow up leads for further work.
Tech skills . Comfortable with Google Docs, Squarespace or similar websites, Eventbrite or similar booking sites and/or able to quickly learn and use new programs and web applications.
Able to manage projects and hit deadlines every time and to proactively communicate with Co-Directors about timelines and logistics. Excellent collaboration skills including the ability to identify and manage potential conflicts early.